

**UNITED STATES COURT OF APPEALS
ELEVENTH CIRCUIT**

Position Title:	Interior Designer (Procurement and Facilities Specialist)
Opening Date:	June 1, 2018
Closing Date:	June 29, 2018 (or until filled)
Annual Starting Salary Range (CL-27/CL-28): Salary placement level depends on experience. Maximum Salary Potential (CL-28):	\$51,408 - \$83,613 \$100,175

The Circuit Executive's Office of the U.S. Court of Appeals for the Eleventh Circuit is accepting applications for the position of Interior Designer (Procurement and Facilities Specialist). Persons interested in applying for this position should submit a cover letter with resume detailing background, experience, and qualifications by **29 June 2018 (or until filled)** to:

Cheryl Vessels
Assistant Circuit Executive for Human Resources
Eleventh Circuit
United States Court of Appeals
56 Forsyth Street, NW
Atlanta, Georgia 30303

The selected candidate will be subject to a background investigation as a condition of employment.

POSITION SUMMARY. The Interior Designer (Procurement and Facilities Specialist) assists the Assistant Circuit Executive (ACE) for Space and Facilities with interior design, facilities maintenance, space and furniture layouts, research, procurement, repairs and maintenance of furniture and fixtures, and long-range space planning for existing and new facilities within the Court of Appeals for the Eleventh Circuit.

DUTIES AND RESPONSIBILITIES:

- Make recommendations to court officials regarding the quality, color, and design of furniture, window coverings, fixtures, and accessories in keeping with policy, regulations, budgetary considerations, and the end user's personal preference.
- Design and prepare AutoCAD drawings showing space and furniture layouts for renovated space and new construction for judicial officers and court support offices; may also provide space and furniture layouts for special events and meetings.
- Plan and schedule interior projects and renovations, including coordination with vendors.
- Assist in the review of interior design drawings by the GSA and consulting architects and interior designers to determine whether they are suited to the needs of the court.
- Prepare correspondence and conduct meetings with vendors' representatives.
- Determine whether prices are fair and correct; determine if quality meets specification and performance standards.
- Locate sources of supplies for regular and emergency purchases in the shortest possible time span, while adhering to procurement policies.
- Work with consultants to ensure that costs of all furniture and equipment selected by the consultant fall within the court's procurement policies. Assist consultants with furniture and equipment specifications as requested.
- Prepare drafts of purchase orders for system entry and processing by others.

- Review invoices regarding items purchased. Coordinate with vendors on needed corrections or revisions.
- Monitor status of ongoing work assignments and maintain schedules.
- Contact vendors and discuss specific commodity requirements; negotiate costs, secure competitive bids, and draft purchase orders based on cost effectiveness for the court.
- Submit the necessary forms for furniture and furnishings acquisitions to GSA or vendors.
- Prepare budgets for assigned projects for court approval. Maintain an accounting of all monies expended as well as the amount remaining in the current budgets for furniture and furnishings.
- Prepare periodic reports of status of projects and/or funding requirements.
- Assist in the preparation of annual budget for furniture and furnishings.
- Assist and coordinate with the Custodial Officer who maintains the circuit-wide master personal property record which includes furniture.
- Coordinate and schedule the delivery of new furniture, equipment and window treatments; and supervise the installation of these items. Secure bids for, coordinate and supervise all internal furniture moves during office hours, as well as after office hours.
- Assist in the coordination of facilities renovations and interiors projects.
- Assist in the preparation of plans and review of schedules for facilities and interiors projects assigned by the ACE for Space and Facilities.
- Monitor progress on facilities maintenance projects and cyclical maintenance through site visits and telephone calls from initial design through task completion.
- Provide information on facility maintenance problems and cyclical replacement items, and coordinate corrections with General Services Administration (GSA) or outside vendors for court facilities as assigned.
- Solicit quotes for, coordinate and supervise the repair of court furniture, appliances, equipment and special cleaning requests in judges' chambers and other court-owned spaces – during normal business hours, as well as after hours.
- Communicate with the ACE for Project Management and building security at court locations to coordinate parking and security for facilities work and furniture deliveries within the circuit.
- Perform other functions within the Circuit Executive's office as assigned.

QUALIFICATIONS AND REQUIREMENTS: A minimum of five years of specialized experience in interior design and furniture procurement. For placement at CL-27, at least one year of experience must be equivalent to work at the CL-25 level; for placement at CL-28, at least one year of experience must be equivalent to work at the CL-27 level. A bachelor's degree from an accredited college or university. The candidate must have the ability to perform physical work such as lifting and moving of files, materials, furniture and equipment (approximately 50 pounds) is required. This position requires extended walking and standing.

Candidate must have demonstrated ability to review and analyze construction documents; skill in the use of automated equipment, including financial applications, word processing, spreadsheet, as well as automated and manual drafting systems and related software applications (i.e. AutoCAD); ability to produce readable documents for use by vendors, judges and other court personnel; demonstrated ability to perform furniture selection and procurement functions. Also, must have the ability to learn about the court units and their operations, as well as the ability to learn and apply judiciary policies and procedures set forth in the *Guide to Judiciary Policy*.

The candidate must possess excellent grammar, strong written and oral communication skills, organization, interpersonal and analytical skills. The substantial amount of interpersonal communication required in the fulfillment of the duties and responsibilities of the position makes it necessary that the candidate manifest the highest degree of professionalism, poise, courtesy and tact at all times. The candidate must be able to communicate and work collaboratively with staff from all areas of the Circuit Executive's Office. The

candidate must have the ability to consistently demonstrate integrity, sound ethics, exercise mature judgment and comply with the *Code of Conduct for Judicial Employees*; possess the ability to maintain strict confidentiality of all court matters.

PREFERRED QUALIFICATIONS:

- A professional interior design degree accredited by the Council for Interior Design Accreditation or from the National Association of Schools of Art and Design.
- Experience working in a legal and/or court environment, particularly appellate courts and/or federal courts is desirable.

CONDITIONS OF EMPLOYMENT: Applicants must be United States citizens or eligible to work for the federal government. All applicant information is subject to verification. The appointment is provisional and contingent upon the satisfactory completion and approval of a ten-year background investigation with periodic updates every five years thereafter. It is the policy of this court that all new personnel are hired for a twelve-month initial probationary period, at the end of which time their work and progress will be evaluated. All court employees are required to adhere to a *Code of Conduct for Judicial Employees*, copies of which are available upon request. Employees of the United States Circuit Court are considered “at-will” employees, and, as such, may be terminated with or without cause. The Office of Personnel Management civil service position classification standards and appeal procedures do not apply to federal court employees. The Federal Financial Reform Act requires direct deposit of federal wages for court employees.

THE UNITED STATES COURTS ARE EQUAL OPPORTUNITY EMPLOYERS

EMPLOYEE BENEFITS

Employees of the United States Courts are entitled to the same benefits as other federal government employees. They are not part of the Civil Service system, however. Some of the benefits of federal service are:

PAID VACATIONS	From 13 to 26 days per year depending on length of federal service.
PAID HOLIDAYS	10 days per year.
SICK LEAVE	13 days per year.
HEALTH INSURANCE	Employees may participate in the Federal Employees Health Benefits Program (FEHBP), and may choose from plans provided by several insurers. The government contributes up to 75% of the premium, depending on the plan selected.
DENTAL/VISION INSURANCE	Employees may participate in the Federal Employees Dental and Vision Insurance Program (FEDVIP), which is a supplemental insurance program. Premiums are paid in full by the employee; however, the premium is deducted on a pre-tax basis.
LIFE INSURANCE	Employees may participate in the Federal Employees Group Life Insurance Program (FEGLI).
FLEXIBLE BENEFITS	Employees may participate in the Federal Judiciary Flexible Benefits Program which includes (1) a Premium Payment Plan which offers employees the choice of having health insurance premiums deducted from their pay either pre-taxes or after-taxes, and (2) a Flexible Spending Account which allows employees to set aside pre-tax money to cover certain health care and dependent care expenses.
LONG-TERM CARE INSURANCE	Employees may participate in the Federal Judiciary Group Long-Term Care Program which covers such benefits as community based care, nursing home care, hospice care and caregiver benefit. Spouses, parents, parents-in-law, grandparents, and grandparents-in-law are also eligible.
WITHIN-LEVEL SALARY INCREASES	Within each salary classification level there are 61 "steps." Based upon performance, employees within the Developmental Range (steps 1-24) are eligible for step increases every 13 pay periods and employees within the Full Performance Range (steps 25-61) are eligible for step increases annually.
TIME IN SERVICE	Time in service with other federal agencies and prior military service is credited for the purpose of computing employee leave and retirement benefits.
RETIREMENT	Newly-hired employees contribute 12.05% of their salary toward a retirement plan under the Federal Employees Retirement System, to which the government also contributes. Of that 12.05%, 6.2% goes to social security, 1.45% goes to Medicare, and 4.4% goes to the FERS Basic Benefit Plan. Employees may also participate in a voluntary tax-deferred Thrift Savings Plan [similar to "401(k)" plans]. Benefits are generally available upon retirement at age 60 with 20 years of service or at an earlier age with 30 years of service. Reduced benefits may be available with fewer years of service. Specific details are available upon request.

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(revised 8/2016)